

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 89599

Hours: 40 hours/week - Mon-Fri 8:00am-4:30pm

Salary: \$75,653 – \$97,032 (MP-63)

Closing Date: October 9, 2012

Eligibility Requirement:

Candidates must have passed the **Developmental Services Program Manager (General)** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

Duties and responsibilities of the position include: Statewide responsibility and oversight of DDS Aging and Case Management Services. Directs staff and operations of Aging and Case Management Services. Coordinate the Department's Aging services participate in nursing home closure activities and services related, with goal of 40% community placement, explore the needs of older individuals and advise DDS on priorities; update and implement recommendations in the Aging service plan; research and analyze model programs and practices for older persons and promote the development of new services alternatives. Coordination and writing annual update for Legislative Program Review and Investigations Committee for Aging Study; Expand Collaboration with DSS Aging Services; Area Agencies on Agency; MFP, ADRC; Coordinate and manage communications to case managers; analyze CM caseloads; make needed revisions/additions to case management policies and procedures; support ecamris data accuracy by improving data integration with IT staff; explore and implement CM technology improvements; implementation of quality reviews/implementation of CM QSR using QSR application; Coordinate Individual Planning improvement process and implement planning changes including Individual Progress Reviews; coordinate new and ongoing case manager orientation and training; update forms and materials as needed and ensure case manager have updated forms on shared drive/Intranet; participate in CM labor/management. Develop ongoing CM training. Liaison to Case Management Leadership. Represent Case Management on statewide committee. Implementation of the DDS Five Year Plan goals related to Aging and Case Management. Work collaboratively with other DDS Directors and Managers to provide information for multiple statewide reports and documents. Develop networks and may manage activities to identify and/or adapt new concepts, ideas and state of the art programs; may serve on-call for the department; performs related duties as required.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Preferred Experience: Considerable knowledge of DDS current operating systems such as eCamris, LON and QSR systems and ability to develop, analyze and create reports using Microsoft Access is preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.